

Continuing Professional Education (CPE)
Requirements for the Illinois Department of Financial and Professional
Regulation, AICPA, ICPAS and Government Auditing Standards

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CPE Requirements – Type of Individual

		Illinois Department of Financial and Professional Regulation (IDFPR) Licensure	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
TYPE OF INDIVIDUAL	CPAs in public practice*	120 hours every three years, includes not less than 4 hours of professional ethics (225 ILCS 450/16c); no minimum annual requirement	120 hours every three years (BL §230R.04); no minimum annual requirement	There are no CPE requirements for ICPAS membership	Minimum 20 hours per year; 80 hours every two years with 24 hours of the 80 hours in subjects directly related to government auditing, the government environment, or the specific or unique environment in which the audited entity operates; none of the 80 hours may include taxation***
	Employee Benefit Plan Audit Quality Center (EBPAQC) members in public practice*		120 hours every three years (BL §230R.04); individuals signing audit opinions and/or managing ERISA employee benefit plan audits must have 8 of the 120 hours in employee benefit plan specific CPE; no minimum annual requirement		
	Peer reviewers in public practice*		120 hours every three years with at least 40% of the 120 hours (8 hours in any one year and 48 hours every three years) in subjects related to accounting, auditing & quality control (PR §2000.31d-1)		
	Other personnel** in public practice		General and industry specific CPE & other professional development activities (QC §10.A20); no minimum hourly requirement		
	CPAs not in public practice (industry, government, education)*		120 hours every three years (BL §230R.04); no minimum annual requirement		
	CPAs in inactive status*	CPAs may have their license placed on inactive status and be excused from the payment of renewal fees and CPE by notifying IDFPR on forms prescribed by the department. While in inactive status, CPAs shall not perform accountancy activities or hold him/herself out as a CPA (225 ILCS 450/17.2d & e).	Members who have placed their license in inactive status with IDFPR and do not hold themselves out as CPAs are exempt from the AICPA's CPE requirement while they remain in that status (AICPA Membership Requirements Q&A)	Not Applicable	

* CPE is not required to maintain one's registration with IDFPR (i.e., Registered Certified Public Accountant). CPE is required for IDFPR licensure (i.e., Licensed Certified Public Accountant), AICPA membership and Yellow Book standards as outlined above.

** Personnel are defined in the AICPA Quality Control Standards as "partners and staff." Partners include individuals with authority to bind the firm with respect to the performance of a professional service engagement, including employees with this authority who have not assumed the risks and benefits of ownership. Staff includes professionals, other than partners, including any specialists that the firm employs.

*** All auditors who work on Yellow Book assignments must meet the 24-hour requirement. Those who charge 20% or more of their time annually to Yellow Book assignments and/or are involved in any amount of planning, directing or reporting on Yellow Book assignments must obtain an additional 56 hours of CPE (for a total of 80 hours every two years) that enhances the auditor's professional proficiency to perform audits or attestation engagements.

CPE Requirements – Reporting Periods

		Illinois Department of Financial and Professional Regulation (IDFPR) Licensure	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
REPORTING PERIODS	Initial period	New licensees not required to begin accumulating CPE hours until after first renewal period (225 ILCS 450/16d)	From January 1, 2001 forward, and for each three-year reporting period thereafter, all AICPA members shall complete 120 hours, or its equivalent, of continuing professional education (BL §230R.04)	There are no CPE requirements for ICPAS membership	Audit organizations have 2 years from the date they start their first Yellow Book assignment to meet the 80 & 24 hour CPE requirement. Auditors hired or initially assigned to GAGAS audits after the beginning of an audit organization's 2-year period should complete a prorated number of hours.
	Current period	October 1, 2012 through September 30, 2015	Reporting periods are fixed three-year periods that begin on the January 1st following the date of a person's initial AICPA membership. For example, if an individual joined the AICPA in August 2012, his or her first three-year CPE reporting period would be January 1, 2013 through December 31, 2015, and he or she would continue to report on subsequent three-year periods thereafter.*		January 1, 2015 through December 31, 2016
	Alternate measurement date	Not applicable	Not applicable		Auditors may use an alternate measurement date in order to coincide with a fiscal year or other reporting requirement
	Deficiency makeup	Licensees who have not fully complied with their CPE requirement may request a waiver from IDFPR, which will waive enforcement or extend the deadline in cases where "good cause" has been shown, including hardship, illness or other extenuating circumstances (68 Ill. Adm. Code 1420.80e)	Members who have not completed the required number of CPE hours for any three-year period have two months immediately following the reporting period to make up the deficiency; any hours credited toward a deficiency in one period may not be counted toward the requirement for the next three-year period*		Auditors who have not completed the required number of CPE hours for any two-year period have two months immediately following the two-year period to make up the deficiency; any hours credited toward a deficiency in one period may not be counted toward the requirement for the next two-year period

* See AICPA Membership CPE Requirements Q&A, <http://www.aicpa.org/Membership/Requirements/Pages/membership-CPE-requirements.aspx>.

CPE Requirements – Program Limitations

			Illinois Department of Financial and Professional Regulation (IDFPR) Licensure (68 Ill Adm. Code 1420.70)	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) "Yellow Book" Standards
PROGRAM LIMITATIONS	All Activities	Half-hour increments	Half-hour increments (i.e., 25 minutes) are permitted after the first 50-minute period	Half-hour increments (i.e., 25 minutes) are permitted after the first 50-minute period	There are no CPE requirements for ICPAS membership	Half-hour increments (i.e., 25 minutes) are permitted after the first 50-minute period
		Personal development courses or programs	No more than 24 hours during any renewal period	Limits are not specifically addressed in the Bylaws or the <i>Statement on Standards for Continuing Professional Education (CPE) Programs</i>		General personal development, such as resume writing, improving parent-child relations, personal investments and money management, and retirement planning do not qualify for Yellow Book CPE. Limits for other personal development activities are not specifically addressed in the GAO's <i>Guidance on GAGAS Requirements for Continuing Professional Education</i> .
	Verifiable Activities	Non-interactive (i.e., conventional) self-study program**	Credit hours allowed on the basis of one-half of the average completion time as determined by the sponsor (i.e., the 100-minute hour); no more than 60 hours during any renewal period	Limits are not specifically addressed in the Bylaws or the <i>Statement on Standards for Continuing Professional Education (CPE) Programs</i>		Number of hours granted should be based on the CPE provider's recommended number of CPE hours for the program
		Interactive self-study program*	Full credit allowed based on the average completion time as determined by the sponsor (i.e., the 50-minute hour); no more than 80 hours during any renewal period may consist of a combination of interactive and non-interactive self-study programs			

* An interactive self-study program is designed to use learning methodologies that simulate a classroom learning process by employing software or other technology-based systems that provide ongoing interactive feedback. Examples include courses delivered via CD-ROM, the internet, a company's proprietary intranet or a stand-alone software program.

** A non-interactive self-study program is one that does not use interactive features. Examples include videos, books and audiotapes.

CPE Requirements – Program Limitations cont’d

			Illinois Department of Financial and Professional Regulation (IDFPR) Licensure (68 Ill Adm. Code 1420.70)	American Institute of Certified Public Accountants (AICPA) Membership	Illinois CPA Society (ICPAS) Membership	Government Accountability Office (GAO) “Yellow Book” Standards
PROGRAM LIMITATIONS	Verifiable Activities	Instructor, speaker or discussion leader of an approved course	Credit allowed for actual presentation time, plus actual preparation time up to 2 hours for each hour of presentation; no preparation time allowed for repetitious presentations of the same course; no more than 60 hours for any renewal period	Limits are not specifically addressed in the Bylaws or the <i>Statement on Standards for Continuing Professional Education (CPE) Programs</i>	There are no CPE requirements for ICPAS membership	Credit allowed for actual presentation time, plus actual preparation time up to 2 hours for each hour of presentation; no preparation or presentation time allowed for repetitious presentations of the same course within the two-year period; no more than 40 hours for any 2-year period
		Curriculum of a university, college or other educational institution	CPE course credit awarded at the rate of 15 hours for each semester hour and 10 hours for each quarter hour of school credit awarded			CPE course credit awarded at the rate of 15 hours for each semester hour and 10 hours for each quarter hour of school credit awarded
		In-firm group study program	Must register as a program sponsor with IDPR and pay annual renewal fee of \$150; responsible for verifying attendance at each program, for maintaining attendance records for not less than five years & for ensuring that each program has a mechanism whereby participants evaluate the overall quality of the program; see IDFPR website for more information			Credit allowed for actual time in attendance at a group program
		Authorship of published articles and books	Credit allowed for actual time spent in writing and researching; no more than 30 hours in any renewal period			Credit allowed for actual time spent in writing and researching; no more than 20 hours in any 2-year period

CPE Requirements – Program Limitations cont’d

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PROGRAM LIMITATIONS	Non-Verifiable Activities	Participation on technical committees of a professional association or member organization (e.g., AICPA, ICPAS)*	Credit allowed for actual time spent participating & working on any such committee(s); no more than 10 hours in any renewal period			
		Professional reading of published materials (e.g., Journal of Accountancy, Insight)*	Credit allowed for actual time spent reading published materials; no more than 10 hours in any renewal period			
		Consultation with outside experts OR research in a subject matter new to the licensee or when regulations or standards have changed*	Credit allowed for actual time spent consulting with outside experts or researching subject matter; credit may not be claimed for repeat consultation or research in the same subject area when regulations or standards have not changed significantly; no more than 10 hours in any renewal period	Credit from non-verifiable activities may be used to satisfy AICPA membership requirements***	There are no CPE requirements for ICPAS membership	Credit from non-verifiable activities may not be used to satisfy the 80 & 24-hour Yellow Book CPE requirements
		Programs or courses presented by a non-CPE sponsor (e.g., HR management company)**	Credit allowed for actual time spent attending any such program(s); no more than 60 hours in any renewal period may consist of a combination of credits from all four categories of non-verifiable activities			

* Acceptable evidence for completion of these non-verifiable activities shall include (a) the nature of the activity (e.g., research topic or specific new competency acquired) and the source, (b) the dates on which the learning activity was undertaken, (c) the number of hours attributed to the learning activity, (d) details of the relevance of the learning activity to the participant’s current or future professional development and/or (e) copies of consultation memorandums, minutes or other documents attributed to the learning activity.

** Acceptable evidence for completion of this non-verifiable activity shall include a certificate or other verification supplied by the program sponsor, or in the absence of such documentation, copies of the course agenda, program materials and/or other documents attributable to the activity.

*** *Statement on Standards for Continuing Professional Education (CPE) Programs*, section 4 indicates that state boards of accountancy have final authority on the acceptance of individual courses for CPE credit.